



CASUAL HIRER INSTRUCTIONS – PLEASE READ

We want you to enjoy your event in our building. Here are a few important points to note before your event to help things go to plan for everyone.

ENTERING AND EXITING THE PREMISES

- **Daytime bookings** – Enter via the main entrance and report to the centre office. You can exit via the fire doors in your booked room or the main entrance door.
- **Weekend & Evening Bookings** - The main entrance door is locked at evenings and weekends. Please enter via the Phoenix Café Bar and exit via the same entrance or via the fire doors in your booked room.

CLEARING AWAY INSTRUCTIONS

- Clearing away is part of your booked time and **includes sweeping the floor, wiping tables and chairs and folding them down, vacuuming if you are in a carpeted area and closing ALL windows and doors when you leave.** Please ask a member of staff for cleaning equipment. **For weekend & Evening Bookings - Please take your rubbish home with you. DO NOT leave any rubbish outside the premises, in our bins or outside any other nearby businesses.**

FIRE EXITS & AMMENITIES

- All fire exits in the building open with a push bar except for the main entrance door which opens with a 'turn lock'. Please make yourself familiar with where the fire exits are, as well as the location of light switches, tables and chairs in your room and toilet facilities. **Please DO NOT block fire exits or tamper with extinguishers. Smoking or vaping inside or outside the main entrance is NOT permitted.**

REFRESHMENTS AND FOOD

- Refreshments and food may be purchased from Phoenix Café Bar to consume in your room. Phoenix Café Bar also offer pre-ordered refreshment packages served in your room at a preset time. Please ask our centre administrator for further information.
- **We are a licenced premises - therefore alcohol must be purchased ONLY from the Phoenix Café Bar during your event. Do not bring ANY alcohol into the building.**

Please contact a member of staff if you require assistance with anything else during your event. We hope your event is successful! Thankyou for supporting our Charity.